

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: The senior caseworker provides professional casework and social work services, involving investigation and resolution of difficult problem cases as well as determination and recommendation of needs for services. The senior caseworker is also responsible for the development and implementation of plans to resolve problems and/or meet the individual needs of assigned cases. Additionally, the senior caseworker may be assigned to provide supervision of one or more programs in the Department of Social Services. Work is performed under general supervision, and direct supervision is provided over the activities of caseworkers and clerical employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews applicants and persons referring cases of children needing care, supervision, or services; recommends services necessary to carry out plans to meet the needs of individuals or families;

Makes visits to applicants to ascertain the need for services;

Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;

Aids individual caseworkers in formulating service and work organization plans;

In each case, in cooperation with the individual or family plans the use to be made of available resources;

Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;

Makes necessary collateral contacts with employees, relatives, friends, physicians, hospitals, and other agencies;

When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;

Finds family homes interested in caring for children;

Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;

Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;

Plans with parents and relatives for the care of children and re-establishment of the home;

Makes referrals to other agencies when indicated;

Writes letters and reports as required;

Periodically reviews cases to determine changes in client situation affecting the need for service;

Assists the case supervisor in administering the work of the unit;

Performs a variety of related activities as required.

SENIOR CASEWORKER (cont'd)

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of principles and practices of social casework and social group work; good knowledge of Federal, State, and local public welfare laws and programs; knowledge of the techniques of preparing social research studies; extensive familiarity with services provided by the agency and community resources; ability to effectively formulate and conduct interviews and investigations; ability to direct the work of others; ability to communicate effectively both orally and in writing to groups and individuals ability to use computers and computer software for word processing and data management; ability to establish and maintain effective working relationships; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; good listening skills, social perceptiveness; tact; confidentiality; good judgment.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in social work, counseling, psychology, public administration, human services, or a related field, and five (5) years full time paid experience as a social worker, counselor, caseworker or similar position involving direct public contact in providing human services; or
- b) Bachelor's degree, and six (6) years full time paid experience as a social worker, counselor, caseworker or similar position involving direct public contact in providing human services; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-graduate education may be substituted for up to two (2) years of the required experience indicated above on a year-for-year basis.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner